



**NEW JERSEY
SWIMMING**

New Jersey Swimming Policies and Procedures Manual

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Updates as of February 2, 2017 - The updates indicated are from the May 2016 House of Delegates Meeting.

- Section A.8 NJS Member Club – Surplus Splash Fee Share Process - Changed the minimum surplus amount which will trigger splash fee reimbursement sharing from \$15,000 to \$10,000.
- Section A.9 Team Travel Grants - Changed the eligibility requirements for reimbursement of fees to higher level meets.

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A. Administration Section

1. Establishing or Revising Policies and/or Procedures

Procedures are the way New Jersey Swimming has chosen to accomplish a given task. Policies are the way that it has been decided by the NJS Board of Directors or the House of Delegates that it is best to conduct the affairs of the corporation.

Proposals to establish or revise NJS policy or procedure may originate with any member of the Board of Directors, any NJS committee chairperson, any club representative of the House of Delegates, or any other USA Swimming member of NJS.

Proposals not arising directly from a meeting of the Board of Directors or House of Delegates must be in writing and should be forwarded to the NJS Administrative office to be placed on the next board meeting agenda for consideration. The proposal submission must include the following:

- Name of the person or club making the proposal
- The section of the manual what is being affected
- The date it is proposed that the policy or procedure be effective
- The actual wording that is being proposed for inclusion in the NJS Policy & Procedures Manual
- The purpose for proposing the change

The Board of Directors or House of Delegates may refer recommendations to an established committee for review and comment, establish an ad-hoc committee to further study or refine the proposal, or act upon the proposal as presented.

Upon Adoption by the House of Delegates or the Board of Directors, new or revised NJS policy or Procedures will be promulgated as updates to the NJS Policy and Procedures manual.

2. Budget Formulation

- The New Jersey Swimming budget is approved by the House of Delegates at the annual meeting in May. This budget is for the period which begins September 1 and ends August 31.
- In January, the chairpersons are asked to review their programs, confer with their committees, and prepare a statement of their needs for the next fiscal year. This is also the time that the NJ House of Delegates club representatives should provide any budget proposals they wish to make.
- All proposals for the new budget must be submitted to the Treasurer by the February Board of Director's meeting in order to be considered. If a new program is being proposed, full documentation including a statement of why the program should be funded, a detailed breakdown of program cost and the proposed method of funding are required.
- Any current program which requests a significant change in funding must present full documentation including a statement of why the program should be funded, a detailed breakdown of program cost and the proposed method of funding, is required.
- The Treasurer constructs the proposed annual budget for presentation to the Board of Directors based upon a review of actual operating expenses and program adjustments proposed by the Division chairman, Board members and House of Delegate club representatives.
- In April, the proposed budget is presented to the Board members for their review. Except for emergency items, no new proposals are accepted once the proposed budget is presented to the Board for their review.
- At their April meeting, the Board of Directors formally adopts a recommended budget to be presented to the House of Delegates for approval at the annual May meeting.

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3. Election Protocols

The following procedures and protocols have been established for all votes at the NJS House of Delegates.

For each vote at a meeting of the House of Delegates, ballots will be distributed only to those representatives registered with the NJS Administrative Office at least one week prior to the meeting. The default representative will be the team contact person if no other designee has been named. If a team wished to change who will be voting at the House of Delegates meeting, that change must be submitted in writing (including electronic mail) to the NJS Administrative Office at least one week prior to the meeting.

The person designated must be a member of USA Swimming as well as a member of the club. Membership in the club is determined by the club indicated on the registration of that member.

4. Convention Representation

NJS members of the NJ Board of Directors who have votes at the USA-S House of Delegates due to their office will receive their convention registration Fee, 50 % of hotel room, supersaver air fare and a daily expense stipend in an amount approved by the NJ Board of Directors. The voting member must have attended the full convention in order to receive the compensation referred to above.

In addition to the above, NJS will fund attendance for the Junior Athlete Representative at the same level as the Senior Athlete Representative.

The NJS Administrative Assistant will have attendance at the convention funded as follows:

- Convention registration fee
- Hotel room
- Supersaver airfare
- Standard daily expense stipend

NJS will pay the lowest Convention Registration Fee available. NJS members will be responsible for any late registration surcharges.

The NJS Board of Directors may adjust this policy in a given year to provide additional financial support for attendees.

5. Registration

Team and individual registrations shall be submitted using the appropriate NJ Swimming registration form. Procedures for submitting registrations can be found on the NJ Swimming web site. When a club received its athlete membership confirmation, it is important that the club verify the registration numbers assigned to each athlete match to the registration numbers in the club's Team Manager database. This will prevent mismatches or other errors when submitting entries for meets. There is a \$10 fine for all registration mismatches found when the registration verification recon is run prior to and after each meet.

Unregistered swimmers must not be entered in a sanctioned meet and there is a fine for doing so. Details can be found in the Verification of Athlete Registration in a later section of this manual.

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6. Registering an Athlete

A swimmer becomes registered with USA Swimming (USA-S) and New Jersey Swimming (NJS) at the same time when these criteria have been met.

- 1) A new swimmer on a club must fill out a registration form and submit to the club. Clubs will send new swimmers via electronic submission and the forms are kept with club. If the new swimmer is not attached to the club, the registration forms will be submitted to the NJ Swim Office.
- 2) A re-registering swimmer must have their registration electronically submitted by their USA-S and NJS affiliated club.
- 3) The registration fee must have been received by the NJS office or in rare cases a copy of the check must be submitted to the NJS office by Fax and received in a timely manner.

It is not until all the above criteria have been met and accepted by the NJS office that a swimmer is considered duly registered with NJS. This registration can only be approved by the NJ S office dependent upon their time schedule and not by when the registration was sent.

NOTE: It is a violation of NJS policy to enter an un-registered swimmer in any USA-S and NJS sanctioned meet. Please see the Verification of Athlete Registration in the NJS policy manual for specifics regarding procedures and penalties/fines.

IMPORTANT: In the event of a returned check, the club will have 5 business days to provide a cash equivalent (wire transfer, cashier's check, money order) to New Jersey Swimming without penalty to the swimmer or swimmers. All bank fees incurred by NJS are also the responsibility of the club. Failure to comply will result in the unattached status for all swimmers being registered. Upon receipt of the cash equivalent payment (including fees), all swimmers will be re-attached.

Transferring Swimmers

When an athlete is registered, the athlete is either attached to a given club as indicated on the registration form or is considered unattached.

A swimmer that changes clubs can become attached to the new club when these criteria are met.

1. A swimmer must submit a NJS Transfer form to NJS including a \$5 transfer fee. This must be received by NJS office. This form will have the last date of competition for the swimmer which will then be verified by the NJS office.
2. A request for release from previous club will be sent out from the NJS office. This release can be by mail or an e-mail reply to the NJS office. This release will let NJS and the new club know of any financial obligations that a swimmer might have with the old club.
3. NJS will not attach a swimmer to a new club while there is litigation and progress being made to settling the financial obligations. At some point NJS will attach a swimmer to a new club believing that there is no progress in reaching an agreement.
4. A swimmer must have a 120 day unattached status from last competition to becoming attached to a new club.

7. Expense Reimbursement

From time to time, members of the NJS Board of Directors and others will incur expenses in the furtherance of NJS business and will need to be reimbursed for those expenditures. To do so, the following procedures have been established.

- All submissions must include original receipts for any amounts more than \$25.
- A NJS Expense Report form should be completed including all details regarding the expenses, signed by the requestor and submitted for approval based on the matrix below along with the original receipts to the NJS Administrative Office.

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- After approval, the approver shall forward the approved submission in its entirety to the NJS Administrative Office
- Upon receipt, the NJS Administrative Assistant will verify the figures on the report and check for appropriate receipts.
- After verification, the NJS Administrative Assistant will contact the NJS Treasurer to confirm that the expenses have been budgeted and/or approved and the funds can be released.
- All expenses must be submitted within 60 days from when the expense was incurred to be eligible for reimbursement

Approval Matrix

- Zones - submit to NJS Administrative Assistant
- Camps - submit to Camps Coordinator
- Officials Expenses - submit to Officials Chair
- USA-S Convention, EZ Meeting - submit to General Chair
- NJS Administrative Assistant, Committee Chairs and NJS Board of Directors - submit to the General Chair
- General Chair Expenses – submit to a member of the NJS Finance Committee

For seminars, meetings and other activities where significant expense may be incurred, prior approval of the Board of Directors is requested to assure reimbursement.

In the event that the General Chair is unavailable, reimbursement requests should be forwarded to the Administrative Vice-Chair for authorization.

Expenses reimbursed through other sources will not be reimbursed through New Jersey Swimming.

US Aquatic Sports Convention

See the section regarding Convention Representation for details regarding reimbursement levels relative to convention attendance.

8. NJS Member Club – Surplus Splash Fee Share Process

All expense reimbursement requests for the budget year (September 1st – August 31st) are due no later than October 31st that same year. The Treasurer shall reconcile income and expenses for the budget year. Member clubs who ran a sanctioned NJS Meet(s) within said budget year **and** met all requirements as specified in Section B-1 (Awarding and Sanctioning of Meets) **and** met all requirements as specified in Section C-13 (Meet Financial Reporting) & C-14 (Meet Reporting Requirements) will be eligible for a percentage share value of any LSC surplus. **Surplus sharing shall only occur if the LSC experiences a surplus in excess of \$10,000.** The LSC shall divide up the excess surplus (the amount over **\$5,000**) on a share value as follows:

The percentage share value to be equal to that NJS Member Club's percentage of overall splash fees paid to New Jersey Swimming in a timely manner (example below).

Example:

September 1, 20XX - August 31, 20XY

<i>Total Surplus of Income above Expenditure</i>	<i>\$30,000</i>
<i>Less \$5,000</i>	<i>(\$5,000)</i>
<i>Subtotal of monies to be redistributed to meet hosts</i>	<i>\$25,000</i>
<i>Total Splash Fees paid to LSC by member clubs in timely manner</i>	<i><u>\$120,000</u></i>

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Club ABC-NJ ran three meets and paid \$30,000 in splash fees in a timely manner of \$120,000 total. Club ABC-NJ would be eligible to receive a reimbursement check of 25% of **\$25,000 = \$6,250**

Reimbursements will be mailed to the primary host member club prior to December 31st. The primary host member club is defined as the club that paid the sanction fee for the meet. The New Jersey Swimming Executive Committee shall review and approve the report of proposed recipient club members and calculated amounts.

9. Team Travel Grants

NJS athletes, who are registered with a NJS team, that participate in at least one individual event at Eastern Zone Northern Sectionals, Eastern Zone Super Sectionals, USA-S Junior Championships, USA-S US Open Championships, USA-S National Championships or Trials Class Meets will earn a grant for their team based on a point/share system. Teams who utilize relay only swimmers and unattached athletes affiliated with the club will not receive credit for these athletes. The registered athlete must fulfill certain longevity and participation requirements within the NJ LSC for the team to receive the grant earned by the athlete. These requirements are specified below.

Points/shares will be awarded based on the following guidelines:

Zone Level Meets

Registration Status	Sectionals	Eastern Zone Senior Champs	Futures
First Season in NJ	Zero Point/share	Zero Point/share	Zero Point/share
2nd Consecutive Season	One Point/share	One Point/share	Two Points/shares

National Level Meets

Registration Status	Pro Swim Series (see Note)	USA-S Junior Champs	USA-S US Open Champs	USA-S National Champs	Trials Class Meets
First Season in NJ	Zero Point/share	Zero Point/share	Zero Point/share	Zero Point/share	Zero Point/share
2nd Consecutive Season	Two Points/shares	Four Points/shares	Five Points/shares	Six Point/share	Six Point/share

Note: One Pro Swim Series meet per season (one in winter season and one in summer season) is eligible for reimbursement with two point shares in the athlete's second consecutive season. All criteria as set forth in the Policies and Procedures Manual would have to be met.

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If a swimmer from a team attends any combination of the USA-S Junior Championship, USA-S US Open Championship and National Championship meets and participates in an individual event in those meets during the same season, the maximum points/shares for those meets will be eight.

The total amount of reimbursement funds varies for each year. The amount to be allocated for each year shall be proposed by the treasurer to the House of Delegates for approval.

A season is defined as follows:

- **Winter season:** begins September 1 and ends March 31. For a meet that begins on or before March 31st and ends on or after April 1st, all days swum shall count towards the winter season.
- **Summer Season:** begins April 1 and ends August 31. For a meet that begins on or before August 31st and ends on or after September 1st, all days swum shall count towards the summer season.

Each point/share represents a portion of the budgeted amount of reimbursement dollars for the year consisting of the winter season and the subsequent summer season. Checks are mailed to the club by the treasurer at the end of the summer season as soon as the National reimbursements are identified from USA-S and season and meet eligibility requirements are verified by New Jersey Swimming.

Winter Season

To qualify for reimbursement,

1. An athlete must have competed in at least one individual event in **two (2) NJS sanctioned and/or NJS closed sanctioned meets** during the current winter season as defined above.
2. An athlete must have swum **at least one individual event** in the Eastern Zone Northern or Super Sectionals, USA-S Junior Nationals, USA-S National Championships, or Trials Class Meet. Relay-only swimmers are not eligible for reimbursement.

Summer Season

To qualify for reimbursement,

1. an athlete must have competed in at least one individual event in **two (2) NJS sanctioned meets** during the current summer season as defined above

Or

Have competed in at least one individual event in **two (2) NJS sanctioned and/or NJS closed sanctioned meets** in the previous winter season as defined above and competed in at least one individual event in one (1) NJS sanctioned meet during the current summer season as defined above.

2. An athlete must have swum **at least one individual event** in the Eastern Zone Northern or Super Sectionals, Eastern Zone Senior Championships, Pro Swim Series meet, Futures meet, USA-S Junior Nationals, USA-S US Open Championship, USA-S National Championships, or Trials Class Meet.

The Treasurer will verify participation at designated meets, registration and issue the reimbursement check accordingly.

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NOTE: Athletes who leave NJ Swimming to compete in another LSC and then return to NJ will begin the process as if they were first entering NJ Swimming. These athletes are not swimming consecutive seasons.

EXCEPTIONS: Consecutive seasons for NCAA college swimmers is considered to be the previous long course season, due to NCAA Rulings. Additionally, the consecutive season rule is waived for any collegiate (freshman, sophomore, junior, or senior) athlete who trained with and competed for a NJS member club in high school prior to attending college. This waiver will apply through August 31 of the year in which the athlete's collegiate eligibility ends. The other NJ Swimming requirements remain the same.

USA Swimming National Youth Team Trip Support

NJ Swimming will offer financial support to athletes from NJS who are selected for and attend a USA Swimming National Youth Team Trip (Effective 2010). USA Swimming is expanding opportunities to additional athletes nationwide by sharing travel costs between USA Swimming and participating athletes. The NJS financial support will offset travels costs to be incurred by a NJS athlete. USA Swimming will specify the said amount. If the amount exceeds \$750 per athlete, the excess must receive approval through the NJS Executive Committee. Athletes must qualify for partial National Youth Team reimbursement by satisfying all of the requirements of the existing Team Travel Grant Policy.

10. Athlete Scholarships

New Jersey Swimming has established a scholarship program for graduating high school seniors who will be continuing on to post secondary school education. In order to be eligible, the applicant must have met all requirements listed on the scholarship application.

Applications should be forwarded prior to July 31st of the year in which the swimmer graduates. The applications should be sent to the NJS Administrative Office and will be reviewed by the Senior Committee Chair and Scholarship Committee for recommendation of recipients to the NJS Board of Directors. Recommendations will be made and acted upon without reference to the individual's identity. The issuance of scholarship funds will be made directly to the recipient's school, with issuance of the check predicated on receipt of verification that the swimmer is continuing with post-secondary education.

11. Records

New Jersey Swimming State Records may be set by any swimmer who is registered with New Jersey Swimming when swimming in sanctioned, approved or observed competition when representing their New Jersey Swimming member club OR when swimming in a FINA Sanctioned International Competition when representing a N.F. All record times and times of record are subject to current USA Swimming rules and regulations regarding Age-Group record times. The following procedures are established for reporting record times using the NJS forms provided:

NJS Meets:

As all meets databases must be submitted to the NJS Administrative office and Records Chair, any records set in a NJS meet will be identified and recorded based on the times in the meet database.

Out-of-Town Meets:

The club shall secure an official meet result, in the form of the post-meet backup from the Meet Director (not an internet copy) and send it to the NJS Administrative office and Records Chairperson as soon as possible. An official copy of the meet results is required for verification.

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As an alternative, if the time be submitted is from a swim that has been recorded in the SWIMS database, the requestor is only required to submit the request to the records chair indicating that the time is in SWIMS and the date, place and time of the swim.

No record times or TOP-16 nominations will be made without such verification.

NOTE: Relay record claims for all meets must list the first and last names of the four swimmers, their ages, and the order in which they swam.

12. Coach Certification

It is the coach's responsibility to make sure that all credentials and certifications are current to maintain a registered status. As required by USA Swimming (USA-S) and New Jersey Swimming (NJS), Only registered coaches are permitted on the pool deck during any USA Swimming and NJ Swimming sanctioned meets.

To be certified as a coach, a coach must present to the NJS Office all required current certifications. Until the NJS Office issues a registration card that indicates all certification are current, the coach will not be considered certified. For a coach to be certified in advance of a meet, current certifications must be provided to the NJS Office by noon 3 days prior to the first day of the meet (e.g. if meet starts on Friday, must be in the NJS Office by Tuesday; if meet starts on Saturday, must be in the NJS Office by Wednesday, etc.). Without a registration card showing that all certifications are current, the coach will not be entitled to USA-S or NJS coaching status (e.g. is no longer allowed on the deck at meets, etc.).

If a formerly certified coach does not provide the NJS Office with the required and updated certifications prior to certifications expiring, a coach then becomes 'uncertified' as of the first expiration date of a certification. At the time of the first expiration date of a certification, an uncertified coach is no longer entitled to USA-S or NJS coaching status (e.g. is no longer allowed on the deck at meets, etc.).

If an unregistered coach is found to be on deck in a coaching capacity, this violation of USA and NJ Swimming Policy should be brought to the attention and observation of the meet director, meet safety marshal or his or her designee who, upon confirmation, will direct the coach to immediately leave the deck and will report the occurrence to the NJS Office. The NJS Office will then verify that this person, at the time of the occurrence, was not registered. The NJS Office will advise the Registration Chair to start the penalty process of enforcing NJ Swimming Policy.

After obtaining the confirming reports from the meet director, meet safety marshal or his or her designee, the Registration Chair will create a charges document that will include the details of the occurrence and the penalty or penalties that will be assessed. Included in the details of the occurrence are the following:

- The coaches name, address and name of club
- Meet, date and session of the occurrence
- Specific information as to why the coach was not certified
- Any correspondence between the coach and the NJS office concerning registration
- The specific penalty or fine to be assessed as defined below

The charges document and any relevant information will be forwarded to NJS legal counsel for approval and proper wording. With legal counsel approval, copies of the charges document and request for collection of any fines will be sent via certified mail to the un-registered coach and that coach's club. Copies of the charges document will also be sent to the NJS General Chair, NJS Office, NJS Legal Counsel and NJS Treasurer.

Penalties

1. Unregistered coach on deck, first occurrence - \$250

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2. All subsequent violations within three years of the most recent violation - \$500 and suspension of deck access privileges for the coach at any NJS meet for 30 days, until the fine is paid or the successful completion of the registration, whichever is later.
3. Refusing to leave the deck when instructed by the meet director, meet safety marshal or his or her designee – \$500

All monetary fines are levied against the club and are due to the NJS Office within 15 days of the charges document being sent to the coach and the club.

The NJS Registration Chair will maintain a list of any and all coaches who are suspended from access to competition decks and will provide a list of such coaches to all meet referees and meet directors within three (3) days of the start of each NJS meet. The NJS Treasurer will be responsible for collection of any fines and will provide regular updates to the NJS Registration Chair of any fines paid. The NJS Office will inform the NJS Registration Chair of the completion of the registration requirements for any coach who has violated the policies

As is the right of any USA-S member, the coach may request a board of review in order to appeal any action taken under this policy. Board of Review procedures can be found in the NJS Bylaws.

As specified by USA-S, in order for general liability insurance coverage to be in effect for a club, the following requirements must be met:

- a. The club must be a member of USA Swimming in good standing
- b. All coaches must be USA Swimming Coach members
- c. All athletes must be USA Swimming Athlete members (exception: tryouts)

13. Officials Certification Program

The NJS Officials Chair will be responsible for establishing a program for certification of officials satisfying the minimum standards promulgated by the USA Swimming Officials Committee. The specifics of this program as well as a schedule of clinics shall be published regularly and will be available on the NJS web site.

14. Communications Methods

For communications regarding all topics including meet announcements, the only methods that will be used by NJS will be electronic mail and the NJS web site. Clubs may use any manner of communications they wish for distributing meet announcements. Clubs may request contact information for any and all clubs within NJS through the NJS office.

B. Competition Section

1. Awarding and Sanctioning of Meets

The meet schedule is developed by the Technical Planning Committee. Clubs wishing to submit a bid for meet must complete the bid form found on the NJS web site by the date determined by the Technical Planning Committee.

Sanctioned Meets

Minimum Officials Requirement

Clubs seeking sanction to host a meet must have, at a minimum, one person in each of the following positions; a referee, starter, administrative official, and stroke and turn official registered with their club and committed to officiate all sessions of the meet before a sanction is granted and prior to posting/distribution of the meet announcement.

Teams that do not meet this requirement will be able to host meets provided they present written verification from no less than four individuals the applicant teams have recruited to serve in these positions for all sessions specified in the meet announcement.

For NJS Championship Winter Season Meets: Send a copy of the Meet Information, the HYV file for the meet, the completed NJ Swimming Application for Sanction and the appropriate NJS Sanction Fee to the New Jersey Swimming Administrative Chair no later than November 15th of the same swim season.

For NJS Championship Summer Season Meets: Send a copy of the Meet Information, the HYV file for the meet, the completed NJ Swimming Application for Sanction and the appropriate NJS Sanction Fee to the New Jersey Swimming Administrative Chair no later than April 1st of the same year.

For non NJS Championship Meets: Send a copy of the Meet Information, the HYV file for the meet, the completed NJ Swimming Application for Sanction and the appropriate NJS Sanction Fee to the New Jersey Swimming Administrative Chair at least sixty days prior to the first day of the meet. The New Jersey Swimming Administrative Chair will check for correctness, make corrections, assign a Sanction Number and then return the meet information.

For long course meets, there is an opportunity to reduce the splash fee for the meet if the complete and correct meet announcement and sanction fee has been submitted by the date prescribed in the section regarding splash fees (Financial Arrangements for Swim Meets)

For events sponsored by USA Swimming such as the Internet Distance Challenge or other "postal" meets, the requirements for sanction will be adjusted as follows:

Send a copy of the Meet Information, the HYV file for the meet, the completed NJ Swimming Application for Sanction and a \$20 NJS Sanction Fee to the New Jersey Swimming Administrative Chair at least 15 days prior to the day of the meet. The New Jersey Swimming Administrative Chair will check for correctness, make corrections, assign a Sanction Number and then return the meet information. Participation in this type of "meet" does not qualify as a NJS Sanctioned meet to meet requirements for participation for either the NJS Zone Team or National Reimbursement.

Sanction Fees

The sanction fee for a one day meet is \$20 and \$40 for a multi-day meet.

All meet announcements for the winter and summer seasons will be posted on the NJS site as soon as those meet announcements have been sanctioned by the NJS Administrative Vice Chair. For the summer season, with the exception of the Summer Sizzle and Memorial Day Meets, entries will not be accepted until the Monday following the conclusion of the NJS Winter Junior Olympic Championships. For the Summer Sizzle Meet and Memorial Day Meet, entry procedures will be specified in the sanctioned meet

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announcement. The NJS Administrative Vice-Chair must have this process approved by the Technical Planning Committee.

Meet hosts shall close entries 2 weeks prior to the start of meets and the Timing and Warm Up Assignments shall be posted on line / made available no later than 1 week prior to the start of the meet OR within 4 weeks of the meet closing, whichever is sooner. The only exceptions would be:

- All New Jersey Swimming Championship meets shall close entries 10 days prior to the state of meets and the timing and warm up assignments shall be posted on line / made available no later than 96 hours prior to the start of the meet.
- The NJS Junior Olympic Meets. The meet hosts for these meets will make Timing and Warm-up Assignments available immediately following the conclusion of the amended entry process period.

Once the Administrative Chair has completed his review, all teams in the LSC will be notified via a blast e-mail from the Admin Chair. This notification will be sent during normal business (9 to 5 ET) Monday through Friday and will be subsequently posted to the NJS web site.

Meet Information

Meet Information that must be included:

MEET NAME: Meet Name should include as much information as is necessary,

NEW JERSEY WAHOOS 'SILVER' and 'GOLD'
SHORT COURSE 'SPRINGTIME' SWIM MEET

MEET DATE: The date and the days must be listed.

NEW JERSEY SWIMMING SANCTION #: This meet is sanctioned by New Jersey Swimming.
Sanction #:

MEET REQUIREMENT STATEMENT: "This meet qualifies as 'one' of three required short course meets to be eligible for New Jersey SC Zone Championship Team or for New Jersey National Championship Meet Reimbursement". **-OR-** "This meet qualifies as 'one' of two required long course meets to be eligible for New Jersey LC Zone Championship Team or for National Championship Meet Reimbursement."

FACILITY: The facility must be described in this section.

- The name and location of pool including address and pool phone number.
- List seating for spectators and swimmers.
- Information on use of a gymnasium or resting areas.
- Type of warm-up pool if any.
- Description of the competitive pool listing size and number of lanes, type of starting blocks, type of lane lines, and the type of timing system that will be used.

MEET SCHEDULE: All the start times for all the sessions and all the warm-ups times must be listed in this meet schedule. There must also be a schedule of sprint, pace and general warm-up lanes and times for warm-ups. Include the age groups for each session.

HY-TEK MEET NAME: This is the **meet name** that the host club will use for the meet name on Meet Manager. The maximum number of letters and spaces is twenty (20). This is not the file name.

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'WAHOO SILVER & GOLD' (19 letters and spaces)

This will allow participating clubs to set up their team entries with the same meet name that they will need for putting the meet results into each club's Hy-Tek Team Manager.

MEET ELIGIBILITY: This is the USA Swimming information concerning eligibility of swimmers.

- Eligibility age of swimmers for meet and any information about which events a swimmer may compete in.
- If there is a need for proof of USA Swimming Membership it must be mentioned in this part of the meet information.

MEET ENTRY FEES: This is the fees charged for individual events and relays as per New Jersey Swimming. Include who to make checks payable, above mentioned fees non-refundable. Include a statement of what should accompany the check, for example waiver form and team summary. Include whether phone or fax entries will be accepted.

MEET FORMAT: This is where the information about how the meet will be run. **(no swim meet surprises!)**

- This meet is a timed final, prelims and finals or a combination of both.
- Information about number of heats returning for finals.
- Information about relays and distance events and how they will be swum.
- Any information concerning team entry limits.
- Any information concerning proof of times for swimmers must be listed.
- Any information about pools which have two courses and who will swim at which course.
- Information concerning starting procedures being used at this meet. This would include starting with swimmers still in the water. Please include a notation to instruct your swimmers about the "over the head" start.
- Other information such as two swimmers in a lane, etc.

SCRATCH/CHECK-IN PROCEDURES: Meets must explain the type of scratch and check-in procedures which will be used for the meet including penalties for non-compliance.

- This would include coach and/or swimmer scratch/check-in.
- Relay and distance event check-in procedures.
- There must be a procedure listed to obtain swimmers names for relays for awards and for the final results.

CHAMPIONSHIP RULES: For New Jersey Sanctioned Meets, there are several rules that must be listed in the meet information.

- In a prelim/final meet, a \$50.00 fine on a swimmer's team that does not show up for finals on his/her last day of competition. This fine can only be enforced if this is listed in the meet information.
- Relay information concerning swimmers eligibility for relays. Swimmers that swim events in Jr. Olympics cannot swim those events on relays in Silver Championships. Swimmers that swim events in Senior Championships cannot swim those events in the Junior Championships relays. Swimmers that make a time standard at the meet are still eligible to swim relays at that meet.
- The procedures for distributing psyche sheets for correctness and the \$5.00 additional late fee for swimmers that are late entries.
- Include "The New Jersey Swimming scratch procedures are in effect for this meet".

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CHAMPIONSHIP INFORMATION: This would include special information about qualifying for other meets. The 'Bronze' championship allows swimmers to qualify for both Jr. Olympics and 'Silver' championships. The Junior Championships allow swimmers to qualify for Senior Championships in the winter (depending on schedule). Any meet that allows swimmers to qualify for a championship meet. (e.g. Last Chance Meet) **Procedures for taking these entries and entry fees must be listed in the meet information.**

SCORING: If there is going to be scoring, then give the points awarded.

AWARDS: List the type of awards and the number of places to receive awards. Make note of any team or individual awards given at the meet.

INDIVIDUAL ENTRY LIMITS: The number of events that a swimmer may compete in for the meet and/or for each day! Limitations on the number of relays or type of relays a swimmer may compete on. Include any rules on swimming in age group and senior events in the same meet.

MEET ENTRY LIMITS: The entry limits and the procedures for accepting entries will be listed. This will include a first come basis, checking entries every day. When and how the host club will inform teams that their entries were not accepted.

ENTRIES: This includes a statement that all entries must be submitted entries via Hy-Tek file. There is no exception to this rule.

ENTRY DEADLINE: This is the date that entries will be accepted. This date can be extended at the discretion of the meet director if noted in this meet information. The entry mailing address should be included with the entry deadline. Any notice about Overnight Delivery and signing the delivery waiver should be listed. Any information concerning last year's entry closure would be helpful.

DECK ENTRIES: Deck entries are not permitted at any NJ Swimming meets.

DECK CHANGING: The following statement must be included in all meet announcements; "Except where venue facilities require otherwise, changing into or out of swimsuits other than in locker rooms or other designated areas is not appropriate and is prohibited."

MEET DIRECTOR: The Meet Director's name, address, *e-mail address* and phone numbers. A time to reach the meet director would be helpful.

ENTRY CHAIRPERSON: This is the person who will be receiving team entries. This could be the same as the meet director. The name, address, *e-mail address* and phone number must be listed. A time to reach the entry chairperson would be helpful.

HOSPITALITY FOR COACHES AND OFFICIALS: Information concerning hospitality for coaches and officials if space is available. More specific information can be put in coaches packets.

FOOD SERVICE: Please get information concerning food availability at meet.

SWIM SHOP: Give any information about any swim shop that might be at the meet.

DIRECTIONS: Give directions to the pool from all major routes.

B. Competition Section

HOTELS: List any hotels in the vicinity of the pool for any meet that is more than one day. Give information about rates, distance from pool, and any information concerning special meet rates, meal plans, and contact person(s).

MEET SCHEDULE FORM: Please see examples of meet schedule.

- Make sure that warm-up times and start times are listed at the beginning of each session.
- When there are cut-off times for this meet, a statement 'No Faster Than' or 'No Slower Than' should be listed on this form.

MEET SUMMARY AND WAIVER:

OFFICIAL AND TIMER REQUEST FORM:

MEET EVALUATION FORM: Please use the enclosed copy.

2. Meet Cancellation

Should a host club cancel a meet and that cancellation has not been approved by NJ Swimming or as the result of inclement weather or unsafe conditions, any meet that club wishes to have sanctioned for the balance of the current season as well as for the next short course and long course seasons will require a \$500 deposit for each sanction requested. The deposit is in addition to the sanction fee and will be applied against the splash fees as reported after the meet is over but will be forfeit if the meet is cancelled without approval of NJ Swimming or as the result of inclement weather or unsafe conditions.

3. Closed Sanction Meets

Closed Sanction Meets are offered to allow NJS Member Clubs the opportunity to host 'true' invitational meets.

Prerequisites to apply for each Closed Sanction Meet:

The NJS member club must have hosted a minimum of 10 days of open sanctioned competition within NJS in the prior competitive year September 1 – August 31.

AND

The NJS member club must have hosted or placed a bid on a minimum of 10 days of open sanctioned competition on the NJS calendar for the current competitive year September 1 – August 31.

(Note - for each NJS Closed Sanctioned Meet the NJS member club must meet the above stated criteria. For two NJS Closed Meets: must have hosted a minimum of 20 days of open sanctioned competition in the previous year and hosted or placed a bid on a minimum of 20 days of open sanctioned competition for the current competitive year.)

Given above prerequisites are met:

An existing NJS Open Sanction Meet may be closed.

Entry fees for NJS Closed Sanction Meets will have no limitations. The NJS Assessment Fee is calculated as 20% of the total entry fees, event/surcharge etc.

Closed Sanctioned Meets **will not** qualify for the reduced splash fee for 10% offered for NJS Open Sanctioned LCM Meets.

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Number of days will be divided equally between co-hosts when more than one member club is hosting a NJS Open Sanctioned Meet.

The NJS Assessment of 20% collected from NJS Closed Sanctioned Meets **will not** qualify for consideration under the NJS Member Club – Surplus Splash Fee Share Process.

Individual events swum at a NJS Closed Sanctioned Meet **will not** qualify as participation in a NJS Open Sanctioned meet as it relates to required participation in NJS Meets for Zone Participation and qualification for NJS Travel Grant (National Reimbursement).

Host teams of closed invitational meets are required to list invited teams on their meet announcement.

All other requirements for a NJS Open Sanctioned Meet must be followed.

4. Completion of Approved and Observed Meet Authorization Forms

Approved Meets

These are meets conducted under the technical rules of USA Swimming and comply with the LSC requirements of an approved meet. Participants at the meet may include USA-S and non-USA-S athletes.

All requests for Approved Meets must be submitted to the NJS Administrative Office for review and authorization by the Administrative Chair at least 60 days prior to any meet wishing approval. The meet approval request form found on the NJ Swimming website must be used for this purpose. Once approved, the NJS Administrative Chair in conjunction with the NJS Officials Chair will ensure that the SWIMS Time Module Policy and Guideline Manual is enforced. A link to this manual is maintained on the Officials page of the NJS web site.

Upon conclusion of the meet, results for the meet should be submitted to the NJS Administrative Office for inclusion within the SWIMS database.

NJS Requirements for Approval

Approval Fees

The approval fee for a one-day meet is \$20 and \$40 for a multi-day meet.

Four-Hour Rule

NJS Approved Meets will follow the same NJS Four Hour rule as NJS Sanctioned Meets. Refer to B. Competition Section 4. Session Duration - "The Four Hour Rule"

Entry Fees

Entry fees for NJS Approved Meets may not exceed the entry fee matrix for NJS Sanctioned Meets. Refer to B. Competition Section 6. Entry Fees

Athlete Surcharges

Any NJS club hosting a meet on the NJS schedule may request to recover excessive facility charges. The maximum surcharge per swimmer is \$2.00. The surcharge request must be included in the bid packet with a completed financial statement for the previous years' meet(s) as well as any documentation of increases or other changes that would have an effect on the financial results. Approval of the surcharge is done by the NJS Executive Committee. The NJS Administrative Vice-Chair must receive surcharge requests no later than 90 days prior to the proposed competition.

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Preservation of NJS Meet Calendar

Approval requests will only be considered for new meets offered on non-traditional NJS meet calendar weekends.

Payment of Fees

1. A check for the splash fee assessment should be mailed to the NJ Swimming office within 15 days of the conclusion of the meet. The Hy-tek Team Entry Fee Summary Report from Meet Manager or the equivalent report from other software competitors should accompany the payment. Upon receipt by the NJ Swimming office, the Administrative Assistant will e-mail the NJ Swimming Treasurer indicating the receipt date, postmark date on the envelope, name of the meet and splash fee amount.
2. The New Jersey swimming Assessment Fee is calculated as 20% of the total entry fees for every approved meet.
3. Entry fees for the above calculations are for all entries whether the swimmer swims the event or not and includes fees if the swimmer is disqualified or is scratched.
4. For any meet where an entry fee is charged, the sponsor is responsible for payment of the assessment for every entry in the meet regardless of whether or not the host team pays entry fees.

Financial Report - Failure to mail the appropriate financial report and monies to the Treasurer within 15 days will result in an automatic fine of \$100.00.

Exceptions to Above Requirements

Existing YMCA State Championship Meet and YMCA Silver Championship Meet

Deck Changing

The following statement must be included in all meet announcements; "Except where venue facilities require otherwise, changing into or out of swimsuits other than in locker rooms or other designated areas is not appropriate and is prohibited."

Observed Meets

Observed meets are those that are not conducted under the technical rules of USA Swimming but have participants that are members of USA Swimming. The organizers of the meet may request an observation to ensure that the performance was swum in conformity with the USA-S technical rules. If so, the performances of the USA-S registered members can be recognized for inclusion in the SWIMS database.

All requests for Observed Meets must be submitted to the NJS Administrative Office for review and authorization by the Administrative Chair at least **10 days** prior to any meet wishing to be observed. For observations of NCAA Division 1 meets, a copy of this form should also be sent to the USA-S National Times and Recognition Chair. The meet observation request form and procedures can be found in the SWIMS Time Module Policy and Guideline. A link to this manual is maintained on the Officials page on the NJ Swimming website.

Organizers of the meet have the option to request a blanket observation for all events or may designate certain events or athletes for observation.

USA Swimming officials will be assigned to observe the meet and will record any swim that does not comply with the technical rules of USA Swimming. The lead official observer will summarize these USA-S only disqualifications on a DQ log.

For Division 1 College meets that DQ log should be sent directly to the USA-S National Times and Recognition Chair who will update the SWIMS database.

B. Competition Section

For other observed meets, the DQ log, along with the meet database of results will be submitted to the NJS Administrative office for entry into the SWIMS database.

5. Session Duration - “The Four Hour Rule”

USA Swimming Rules and Regulations Section 205.3.1(F) requires that:

“With the exception of championship meets the program in all other age group competition shall be planned to allow the events for swimmers 12 years and younger to be completed in four (4) hours or less for a timed finals session or in a total of eight (8) hours or less per day for a preliminaries and finals meet.”

New Jersey Swimming requires that ALL competitions, with the exception of championship meets, are to be completed in four (4) hours or less from the published start time for a timed finals session. NJS recognizes that facilities may have participant limitations, which must be adhered to and therefore all meet hosts must honor those limitations.

Additionally, NJS requires that all sessions must be completed within the timeframes indicated in the meet information.

Meet hosts who violate any of these “session duration” rules will forfeit the entry fee for those swims that occur after a session has exceeded four hours. In addition to the forfeiture of fees for swims that occur after the four-hour time limit has been surpassed the host club shall also forfeit entry fees for all scratched events for the session. Please note that there are exceptions to the application of this rule due to conditions beyond the control of meet management (e.g. lightning, timing system failure, power failure).

Exception: If distance events are included in a session, the four-hour limit only applies to the other events in that session. Distance events are defined as any race of 800 meters or longer.

Creating a Timeline

When determining the estimated length of session once entries are loaded, the HY-Tek Meet Manager software can produce a timeline based on the number of heats seeded and the entry times of the entrants. An important part of creating the timeline is the heat interval. That is the amount of time used by the system between the end of one heat and the start of the next heat. The standard set by NJS is 35 seconds. If, however, the meet will be using over-the-top starts, a heat interval of 25 seconds may be used. Regardless of the heat interval used, it is important to understand that the session must be completed based on the above cited rules. If you need advice regarding the length of a given session, please feel free to contact the NJS Age Group Vice-Chair.

Changes

Once the meet information has been distributed there can be no changes without the express permission of the Age Group Vice-Chair. All clubs must be notified of the change in writing.

Advising Teams that They Did Not Get Into the Meet

The hardest thing that a Meet Director has to do is send entries back and tell a team that there is no more room in the meet. The phone rings continuously and the pressure is intense. You will be told over and over that, “We are here for the good of the swimmers and our swimmers need to swim in your meet!” Take this argument to heart and remember that you do no one a favor – either the 300 properly entered in your meet or those you turn away – if accepting them transforms the meet into a nightmare with six or even eight hour sessions.

What can you do? Refer these teams to the Age Group Chair, Senior Chair or the General Chair who may help them find a spot in another meet. We all hate to bear bad news, but remember that you can help minimize problems by notifying both the scheduling chair and the affected teams the instant you find your meet is over subscribed.

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Remember, if your meet information says that you will limit your meet then you must do so. Your entrants count on it and New Jersey Swimming expects it as a condition of your Sanction or Approval. Help keep swimming fun!

6. Registration & Representation Requirements

The following are required to be members of USA Swimming:

- Athletes
- Coaches
- Meet Directors
- Referees
- Starters
- Stroke & Turn Judges

First time registrants and those, whose registrations have expired, must fill out a USA Swimming application form. These forms are available from member clubs, coaches, and the New Jersey Registrar. Athletes who are currently registered must re-register through their team or through the New Jersey Registrar if they are unattached.

All coaches, deck officials, and team managers of traveling athletes must be USA Swimming members in order to represent their club or New Jersey Swimming on the deck.

Athletes who wish to transfer teams must fill out a New Jersey Transfer Form and pay the \$5.00 transfer fee. The completed form, along with the transfer fee, is sent to the New Jersey Registrar. USA Swimming rules require that "120 days must have elapsed" since the swimmer last competed for one USA Swimming team before the swimmer may compete as a member of another team. During this time, the athlete must compete as "Unattached." If a transfer is contested by the former club, due to past due financial obligations, within 10 business days of the transfer notification, the swimmer will compete as "Unattached".

No registrations will be accepted without payment. Any deviation from this will be at the sole discretion of the Vice Chairman of Finance.

Registrations received by the NJS administrative office or administrator are considered accepted for insurance purposes as of date of the electronic or postal delivery, provided payment is made in accordance with NJS policy. However, no further processing of the registration application will occur until funds are received.

7. Entry Fees

Entry fees for NJS sanctioned meets are as follows:

Type of Event	Short Course	Long Course
Timed Final	\$4.00	\$5.00
Prelim/Final	\$5.00	\$6.00
Timed Final Championship	\$5.00	\$6.00
Prelim/Final Championship	\$6.00	\$7.00
Relay	\$8.00	\$9.00
Pentathlon Entries	See Note	See Note
Distance Events – 800m or longer	\$11.00	\$11.00

Note: For pentathlon entries, the entry fee shall be five (5) times the current timed final entry fee for the course being used for the pentathlon.

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Any NJS club hosting a meet on the NJS schedule may request to recover excessive facility charges. The maximum surcharge per swimmer is \$2.00. The surcharge request must be included in the bid packet with a completed financial statement for the previous years' meet(s) as well as any documentation of increases or other changes that would have an effect on the financial results. Approval of the surcharge is the done by the Executive Committee.

NJS has approved a \$5.00 fee for late/amended entries to NJ Swimming championship meets as the result of errors or omissions on the original entries. This late fee is in addition to the regular entry fee. This fee is not included when calculating the NJS assessment in the Meet Financial Report.

No meets may charge an additional fee to swimmers from outside New Jersey Swimming.

Refunds

Under normal conditions, refunds of meet entry fees will not be offered by NJS or the meet host. If a swimmer is disqualified for an infraction of the rules, scratches from an event or does not swim the event for any reason that will not be a basis for a refund of the entry fee.

However, there are situations where an entry fee should or may be refunded. These are:

- If a club is advised that none of their entries have been accepted, the full entry fee will be returned or refunded to the club.
- If the meet must reduce entries for a given event or session and advises the club that certain entries will not be accepted, the fees for those entries will be refunded
- If the meet has "heat limited" events, all swimmers below the maximum number of "limited swims" that did not swim and had paid an entry fee, must get a refund for that non-swim.
- In the event of a cancellation of the meet, session or partial session, entry fees will be refunded for all entries where the swimmer was not able to swim his or her event due to the cancellation. If the swimmer had previously scratched from an event that was subsequently cancelled, there will no refund for that entry. Recognizing that there may be expenses that the host club had incurred prior to the cancellation, the host club can appeal to the Executive Committee of the Board of Directors for a reduction in the amounts to be refunded. This appeal must be in writing and submitted within seven (7) days of the date the meet was cancelled. It is permissible for the host to delay issuing refunds once the appeal has been submitted. Once the appeal has been resolved, refunds must be sent within seven (7) days of the date of resolution

When refunds are to be issued, they must be issues no later than seven (7) days from the end of the last session of the meet. In addition, a detailed report of the refunds must be made to the affected club or, if unattached, the swimmer. A copy of that report should be sent to the Administrative Vice-Chair. The report must list the swimmer's name, specific events and entry fee amounts for each event. A total of the refunds being sent should be shown on the report as well.

8. Entry Times

Individual Events – NJS follows the rules set forth in the *USA Swimming Rules and Regulations* regarding how a swimmer's age is determined for competition in a specific meet with one exception as follows.

Age-Up Exception

When the championship meet schedule is established so that the order of the championship meets reflects an increase in the level of the swimmers and are run in ascending age-group order (e.g. Bronze Championships precedes Silver and/or Silver precedes JO's; and 9-10 meets precede 11-12 meets, which in turn precede 13-14 meets, etc.), the following exception applies:

For the swimmer who "ages up" during the period between one championship meet and the next meet, had achieved a qualifying time for the younger age group in the latter of the two meets but that time does not qualify for the older age group, the swimmer will be permitted to enter the latter meet in the older age group using the older age group cut-off time as the swimmer's entry time to allow for automatic seeding of

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the event. The meet announcements will specify the birth dates for those swimmers who fall in the “age up” period and which cut times they can use to enter the appropriate age group events.

Example:

First day of Silver meet is March 10, 2007. First day of JO meet is March 16, 2007

Silver meet 11-12 girls 100 yard freestyle cut is 1:07.49 but no faster than 1:02.50

JO meet 11-12 girls 100 yard freestyle cut is 1:02.49

JO meet 13-14 girls 100 yard freestyle cut is 57.89

Swimmer achieved time of 1:01.16 and has a birth date of March 12, 1994

Swimmer may not enter the Silver meet as her time is too fast but may enter the JO meet as a 13-14 with an entry time of 57.89

While keeping these ends of season meets in the order described above may be the preferred way of scheduling the meets, there are situations which result in deviation from this order. When circumstances cause a change in this scheduling order, the BOD has the authority to determine the most fair and equitable way of resolving any dilemmas which may occur, and enacting said resolution. The underlying intent of this policy is to, as best as is reasonable, give swimmers in NJS the opportunity to compete in their better events at one of the end of season meets.

Relays – In order to swim in a relay designated as a Silver event, no swimmer on that relay may have a Gold time in the stroke and distance that the swimmer will swim in that relay. Likewise, in order to swim in a relay designated as a Bronze event, no swimmer on that relay may have a Silver or faster time in the stroke and distance that the swimmer will swim in that relay. For example, a swimmer with a gold time in the 50 free cannot swim the freestyle leg of a 200 medley relay.

For 200 yard/meter relays for age groups that do not swim 50 yard/meter distances for a given stroke, the 100 yard/meter time for each swimmer for that stroke will be used to determine eligibility to swim that event

If a team doesn't have enough eligible swimmers to complete a relay, then that relay must be scratched and may not be swum with an ineligible swimmer.

Meet announcements for the Bronze, Silver, Junior Olympic and 9-10 Championship meets must carry wording that refers to each section of this policy, as appropriate.

Entry times for individual events at NJ Swimming meets may be achieved at any other USA Swimming sanctioned or approved meet, a YMCA, college or high school meet, or any club dual meet, intra-squad meet or time trial which are officiated. It is assumed that clubs, coaches and swimmers submitting entry times for meets do so with the belief that the times are true and accurate to the best of their knowledge.

Time Trials – proof of time will only be accepted from time trials with a hard copy of the time trial results signed by the USA Swimming Coach and the USA Swimming Official both in attendance at that time trial.

For all New Jersey Swimming Championship Meets, proof of time must be included with all entries. Entries without proof of time will not be accepted into any New Jersey Championship Meet.

For the winter season NJ Junior Olympics: only times achieved since January 1st of the prior calendar year will be eligible for entry purposes. For the summer season NJ Junior Olympics: only times achieved since April 1st of the prior calendar year will be eligible for entry purpose.

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9. Meet Entry Limits

The maximum number of individual events a swimmer may compete in per day at any meet sanctioned by New Jersey Swimming is three with the following exceptions as long as the exception does not conflict with current USA Swimming Rules or other New Jersey Swimming policies:

1. Pentathlon and similar meets where each swimmer participating is entered in the same number of individual events
2. Zone, Sectional, Pro Swim Series, National Championship, Trials Class or similar meets that have varying requirements as set forth by the sponsoring organization
3. A meet where the Technical Planning Committee feels the best interests of the swimmers of New Jersey Swimming would be best served by adjusting the maximum number of individual events in which a swimmer may compete.

Swimmers entered in more than three (3) individual events in a preliminary or timed final session who fail to scratch down to this number before the check-in/scratch deadline established for the session will only be eligible to compete in the first three (3) events for which the swimmer was entered in that session in the order the events are swum.

10. Entering One Meet from Another

Athletes may enter a championship meet based upon their performance at a "qualifying" meet that occurs after the entry deadline for the championship meet. In these cases, the athlete must enter the championship meet through that meet's meet director or designated representative on site at the qualifying meet. The swimmer may enter only events for which he or she first achieved a qualifying time at that meet and they must use their new qualifying time to enter. No other entries are permitted.

11. Integrity of Entries

Any Club that enters an unregistered athlete or falsifies an entry in any way will be fined the sum of one-hundred dollars (\$100.00) per event entered and no further entries will be accepted from that Club until the fine has been paid. If the occurrence is an oversight or other error and the Club corrects the situation prior to the swim, the fine can be waived.

Additionally, if any Club permits an unregistered coach to represent them in any NJS program, the Club will be fined one hundred dollars (\$100) per occurrence and no applications for any NJS program will be accepted from that club until the fine has been paid.

Any such fines will be deposited in the NJS Operating Fund.

12. Athlete Conduct

Athletes are responsible for any damage they cause to the facilities. They should expect to be disciplined and will be required to pay for damages. NJS subscribes to the policy that there are no innocent bystanders. If you observe anyone engaged in mischievous behavior, your responsibility is to leave the scene immediately; if you are present, you are guilty. The Meet director, through the Referee, may have you disqualified from your events and barred from the facility. If the infraction is serious, it may be referred to the Review Committee for further action. Penalties in such cases may involve drastic measures, including expulsion from USA Swimming or endorsement of legal action

Misconduct includes but is not necessarily limited to:

- violation of the safety guidelines outlined in the meet announcement
- disrespect to meet management personnel, officials, or fellow athletes
- stealing, destroying, vandalizing, or possessing the property of others
- possession or use of alcoholic beverages, tobacco products, or illegal drugs

B. Competition Section

Athletes are also responsible for knowing and complying with the safety rules of New Jersey Swimming and the facility. These rules are for your protection and athletes who disregard them or act in any way that is injurious to themselves or others will be disqualified by the Referee from their next scheduled event or be asked to leave. If they do not leave immediately, they will be barred from the remainder of the meet and will be referred to the Review Committee for further action.

13. Adaptive Provisions

The USA Swimming rules and regulations provides "guidelines for officiating swimmers with disabilities" and any athlete who needs any of these adaptations should provide the Referee with a note stating their name, their specific need, and a list of events in which they need assistance prior to the start of each session's competition. If necessary, this information may be provided by the swimmer's coach or guardians. NJ swimming will provide all swimmers with disabilities a chance to swim in events for which they have qualified (met the time standards of the meet).

14. Zone Team Selection

To be eligible for the New Jersey Swimming Zone Team, a swimmer must meet all of the eligibility criteria set forward by Eastern Zone Swimming in the Zone Meet announcement. In addition, candidates will be required to meet the following NJS specific criteria:

Short Course Meet (Spring)

1. Times from the following meets will be considered in the application process: (Note: the meets shown refer to the current Short Course season, beginning September 1 up to and including NJ Short Course Junior Olympics. Times achieved during previous seasons will not be considered.)
No other meets will be considered.
 - o New Jersey Junior Olympics
 - o New Jersey 13 and Over Silver/Bronze Championships
 - o NJ Senior State Championships
 - o NJ Junior Age Group Championships
 - o Spring Sectionals
2. A swimmer must have competed in a minimum of **three (3)** New Jersey Swimming sanctioned meets during the current season, beginning September 1 and ending with the NJ Short Course Junior Olympics.
3. The fastest three 12 & under applicants for each event will be selected and the fastest two 13 & over applicants in each event will be selected.
4. Relays will be selected from swimmers qualifying for the team in individual events.
5. A swimmer is limited to swimming three individual events per day with a limit of six individual events in the meet. Applicants must list events in order of preference. If a swimmer qualifies in more than six events or more than three events which will be contested in one day, the coaching staff will select the events in which the athlete will compete and select the next fastest swimmer where necessary.
6. Applications and deposit payment must be submitted by the conclusion of the Short Course Junior Olympic Championship Meet.
7. 11 and older swimmers selected for the Zone Team must travel with and be housed with the team. All meals must be eaten with the team. The swimmer is required to attend all sessions of the meet.
8. 10/under swimmers selected for the Zone Team must be housed in the same room with and directly chaperoned by a parent, with a maximum ratio of 2 swimmers to one parent. 10/under swimmers are not required to travel with the team and are not required to be present for the entire meet. Attendance at a 10/under meal on the day of competition is required.

B. Competition Section

9. Required practice sessions are held prior to departure. A swimmer may only be excused from the required practice sessions through written communication between the parent and the Head Coach.
10. All fees must be paid, a medical release and an acceptance and release from liability must be signed by a parent prior to departure.
11. The coaching staff is selected by the New Jersey Swimming Executive Committee.

Long Course Meet (Summer)

1. Swimmers must achieve the Long Course Qualifying Time for each event to be entered at a USS sanctioned Long Course competition between January 1 and the final day of New Jersey Swimming Long Course Junior Olympics in the application year. (Exceptions: in the 800 freestyle and 1500 freestyle, results of the previous summer's Long Course Junior Olympics or Long Course Zone Meet will be accepted.) Official meet results showing times achieved at USS meets outside of New Jersey Swimming jurisdiction must be submitted to the New Jersey Swimming Office a minimum of one (1) week prior to Long Course Junior Olympics.
2. A swimmer must have competed in **two (2)** New Jersey Swimming sanctioned meets during the spring/summer season commencing May 1 and ending with NJ Swimming Long Course Junior Olympics in the application year.
3. There is no limit to the number of swimmers who may compete in each event. All eligible swimmers (see # 1 -2 above) are automatically eligible.
4. In the event that fewer than 2 eligible swimmers from New Jersey enter an event, New Jersey Swimming is allowed to enter swimmers regardless of qualifying time to achieve a minimum of two entries per event. Any swimmer so entered must have verifiable Long Course times according to #1 above and be eligible to compete according to #2 above. Therefore a swimmer may submit an application without having achieved the Qualifying Time with the understanding that the application will only be accepted if there are one or fewer qualified entrants to represent New Jersey. Applicants would be selected to fill vacant slots in order of verifiable entry time, fastest applicant first.
5. Relays will be selected from swimmers qualifying for the team in individual events.
6. A swimmer is limited to swimming three individual events per day with a limit of six individual events in the meet. If a swimmer enters more than the allowable number of events, event selection will be made by the Head Coach. A swimmer's events cannot be changed once the team entry is submitted to the Zone Meet Director.
7. Completed applications and full payment must be submitted by the conclusion of the Long Course Junior Olympic Championship Meet.
8. Required practice session(s) are held prior to departure. A swimmer may only be excused from the required practice session(s) through written communication between the parent and the Head Coach.
9. All transportation and housing arrangements are the responsibility of the parent. All chaperoning and supervision of the swimmer, except on the pool deck, is the responsibility of the parent. Attendance at one team meal on each day of the swimmer's competition is required, if that meal is made available. All other meals are the responsibility of the parent.
10. The coaching staff is selected by the New Jersey Swimming Executive Committee.

C. Meet Operations Section

1. Meet Director's Duties and Responsibilities **(For sanctioned competition including open water)**

The Meet Director shall be responsible for the conduct of the event with the exception of the actual competition for which the Referee is in charge.

The Meet Director shall be responsible for all pre-and post race administration connected with the event. The Director's duties include but are not limited to:

- 1) Planning of the technical and safety aspects of the event.
- 2) Preparing the budget and attending to other financial matters as needed or appropriate.
- 3) Obtaining the meet sanction from the LSC.
- 4) Preparing and distributing the entry information.
 - a) Entry blank and meet HYV file to Administrative Chairman for approval
 - b) Meet entry fees as indicated in that section of this manual
 - c) Download a sample meet entry sheet
- 5) Obtaining clearance from the local authorities, securing the necessary permits, etc.
- 6) Preparing the communications, safety and medical evacuation plans in conjunction with the appropriate authorities.
- 7) Coordinating with the LSC regarding LSC requirements and any special insurance or technical matters.
- 8) Obtaining meet officials and personnel:
 - a) Meet referee
 - b) Deck referees
 - c) Announcers
 - d) Safety Officer
 - e) Clerk of course
 - f) Starters
 - g) Stroke and turn judges
 - h) Chief timer
 - i) Lane timer(s)
 - j) Recorder/computer operator
- 9) Briefing the referee, the safety officer and the other officials.
- 10) Accepting entries and completing the meet administrative duties, including sending reconciliation report to NJ Swimming office by Tuesday prior to the meet (consider e-mail).
- 11) Ensuring that the USA Swimming General Insurance forms are signed by all motorized boat owners who have provided support craft. (Open Water Swimming)
- 12) Certifying the accuracy of the timing devices (lane watches as well as automatic timing).
- 13) Ordering and ensuring the receipt of all items necessary for the conduct of the event.
- 14) Preparing and releasing appropriate results to the media (consider e-mail).
- 15) Preparing, printing and distributing the results (consider e-mail).
- 16) Preparing necessary reports, including the Hy-Tek Entry Fee Summary Report (or equivalent) to the LSC and others, as may be required.

C. Meet Operations Section

Position	MM Backup	Results in Publication Order	Hy-Tek Entry Fee Summary Report	Splash Fee, Check, Sanction fee	Financial Report (if necessary)
General Chair	X		X		X
Administrative Chair	X		X		X
Treasurer	X		X		X
NJ Swimming Office	X		X	X	
Age Group Chair	X	X			
Senior Chair	X	X			
Records Chair	X				
Official's Chair		X	Official's report		
Coaches Representative		X			
Contact information for each of the above persons is available on the NJ swimming web site.					

- 17) Completing and forwarding as appropriate, USA swimming Report of Occurrence for any injury or accident, including a report for any swimmer who has failed to finish the race because of fatigue, hypothermia, etc. (to: Risk Management USA-Swimming, Insurance Company, and LSC Safety Chairperson).
- 18) Acknowledging the efforts of all volunteers and meet workers.
- 19) The New Jersey Swimming assessment is specified in the section entitled Financial Arrangements for Swim Meets and is based on the number of splashes as calculated from Hy-Tek Entry Fee Summary Report (or equivalent). This fee is due to the NJS Treasurer within 15 days of completion of the meet.

C. Meet Operations Section

2. Financial Arrangements for Swim Meets

Club-Hosted Meets

The host club or clubs will remit to New Jersey Swimming 20% of the entry (splash) fee. A splash for all types of meets is defined as being one entry. An entry is counted regardless of subsequent scratches, DQs or "no swims."

For NJ Swimming Sanctioned or Approved LC Meets

Because of the compressed time schedule of the summer season and the need to review a large number of meet announcements within a short period of time, the LSC is offering an incentive to clubs that submit their LC meet announcements for sanctioning or approval by April 1st. The announcement must be complete and in the format as described in this policy manual. Clubs that are in compliance will be notified by the Admin Chair that they qualify for the reduced fee and will remit an Assessment Fee of 10% of the total entry fees for that meet to the NJ Swimming Treasurer.

LC meets hosted during the winter season are also eligible for this fee reduction if the meet announcement is complete and received in the format described in this policy manual by September 10th.

All meet expenses, including printing, distribution of meet announcements and results, are the responsibility of meet host. Pool procurement and payment of any pool rental fees are the responsibility of the host.

The host may set meet program and souvenir prices, but these fees are subject to the approval of the NJS Board of Directors in the sanctioning process.

All NJS Meet Director Reports must be submitted to the NJS Administrative Office as required. For financial reporting, the Hy-Tek Entry Fee Summary Report (or equivalent) must be used.

Special Events

Special Events are defined as those events which are awarded to a host NJS club by a body higher in authority than New Jersey Swimming (Eastern Zone, USA Swimming, or FINA). Awarding of these events often requires a bid or application process by the host club to the awarding authority. Special Events include but are not limited to:

- Eastern Zone Championships (short or long course)
- Eastern Zone Sectional Championships (short or long course)
- USA Swimming Pro Swim Series
- USA Swimming Open Championships
- USA Swimming National Championships
- USA Swimming Junior Championships
- FINA World Cup

In the event that the host club assumes all responsibility for hosting this meet (financial and meet management) there is no "splash fee" imposed by NJS.

3. Meet Announcement Generation

Meet announcements must be approved by the NJS Administrative Vice-Chair. The meet announcement must be included with the meet sanction application. Once approved, the meet announcement must be sent to all clubs so that it is received at least 30 days prior to the meet's earliest entry deadline.

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4. Meet Entry Procedures

Each club has its own procedures for processing and submitting meet entries to the meet director. These procedures must be outlined in the meet announcement. Athletes must enter NJS meets through their respective clubs. Only unattached athletes may enter individually.

All team entries must be done using a Hy-Tek (or equivalent) generated file. Additionally, for an entry to be considered complete and acceptable, the Club or un-attached swimmer must send a hard copy of the entries, meet recap report, signed waiver form, signed verification form and a check for the entry fees.

The meet director must immediately notify any teams refused entry by phone and either e-mail, fax or letter but a team that is being refused entry must be notified **no later than 24 hours after the latest entry deadline**.

Meet directors must also send a copy of a team's meet entries, including a copy of the team's athlete roster generated from the meet database, no later than 24 hours after the latest entry deadline. In addition, the team's lane timing assignments and any team warm-up assignments should be distributed in accordance with item 1 of the Competition section of this manual.

Elite Swimmer Waiver

All eighteen and under NJS registered athletes (age as of the 1st day of competition at USA-S LCM Junior Nationals) with a USA-S LCM Junior National qualifying time shall be permitted to swim in any NJS meet for which they are eligible provided they are entered into the meet within 48 hours of the meet posting on the NJS website. All nineteen and over NJS registered athletes with a Senior National, Trials or Open cut shall also be permitted entry into any NJS meet for which they are eligible provided they are entered into the meet within 48 hours of the meet posting on the NJS website. Coaches must contact the meet host immediately upon notification of exclusion from the meet, provided that team's entry was submitted within 48 hours of the meet information being posted on NJSWIM, in order to be granted this waiver for their elite athlete or athletes.

5. Verification of Athlete Registration

Meet Reconciliation for any NJS sanctioned meet shall be conducted as follows:

- a) Meet Directors will submit to the NJS Administrative Office a meet entry file (a Meet Manager DOS version file or a comm-link file of entries) within 24 hours following either the meet entry deadline or when the meet closes due to the number of entries, whichever is earlier.
- b) The NJS Administrative Office will run Meet Reconciliation on the above submitted file and contact all clubs via email and provide to each club the names of all athletes entered in the meet by their team who are not registered NJS athletes. These emails shall be sent at or before noon on the third day after receiving the file.
- c) Those teams shall then register all athletes described above on or before 9am on the second day following the email notification.
- d) The NJS Administrative Office will notify the Meet Director between 9am and noon of the second day after sending the email notification(s) of any athlete(s) who remain unregistered.
- e) The Meet Director shall then remove the athlete(s) from the meet. The athlete(s) will be ineligible to participate in said meet and will remain ineligible for participation in NJS sanctioned meets until they are registered.
- f) The NJS Office will identify the athletes who remain unregistered to the NJS Registration Chair who will notify the club with whom the swimmer was entered that the club will be fined according to the schedule listed below
- g) The NJS Office will run Meet Reconciliation after the meet has occurred and notify the NJS Registration Chair of any unregistered athletes who competed in the meet. The NJS Registration Chair will notify the club of these unregistered swimmers that the club will be fined according to the schedule listed below. The notification will include the name of the meet, the swimmers'

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names and events entered by each swimmer. Copies of the notification will be sent to the NJS General chair, The NJS Administrative Vice-Chair, the NJS office and the NJS Treasurer.

Penalties

For each unregistered athlete identified above, a \$100 fine **per event entered** will be levied against the club. A swimmer appearing in the both lists (from sections f and g above) will only generate a single \$100 fine per event. The club will have 15 days to pay the fine to the NJS Office.

If the fine is not paid within the 15 day period, all swimmers with that club entered in meets from that point on will be required to swim unattached until the fine has been paid or the issue otherwise resolved. The NJS Office will advise all meet directors of any clubs for whom this provision is in force within three days prior to the meet.

Unattached Swimmers

Additionally, if the meet reconciliation identifies a swimmer who is entered as attached to one club but it is found that the swimmer is registered as attached to a different club or is registered as unattached, that swimmer must swim unattached at the meet in question unless the entering club can prove that the swimmer should be attached to the entering club.

The Administrative Division may adjust the timelines provided above and provide specifications with regard to the file type required to permit the athlete registration reconciliation.

6. Postponement or Cancellation

USA Swimming Rules & Regulations (102.7) describes the roles and responsibilities for postponement or cancellation of a meet due to weather or other causes outside the control of meet management. A meet committee comprised of the meet referee, a representative of the host club and a person designated by the NJ Swimming General Chair shall be convened to approve any postponement or cancellation. New Jersey Swimming requires prompt and complete notification of participants regarding any postponement or cancellation.

Should the facility where the competition is being held determine that it must close or cease the competition, the Meet Referee, in consultation with the meet committee, will establish possible date and/or time for resumption of the competition.

7. Requirements for Credentials

All USA Swimming/NJS registered coaches, officials and other volunteers who are required by USA Swimming Rules & Regulations to be registered USA Swimming members (Referees, Starters, Stroke & Turn Judges and Meet Directors) are required to wear their current USA Swimming membership credentials while participating in the conduct of USA Swimming/NJS competition.

Any of the above individuals who do not abide by this policy will be asked to leave the area in which the competition is being conducted. Failure to do so will result in invocation of applicable USA Swimming or NJS penalties and/or other disciplinary action by the NJS Board of Directors. NJS may assess a \$100 fine against a NJS club who conducts a NJS sanctioned meet using a Meet Director who is not registered with USA Swimming as a non-athlete at the time of the meet.

8. Warm-up and Safety Program

Due to national guidelines from USA Swimming, Inc., New Jersey Swimming has developed a program covering warm-up procedures and general safety guidelines. Those procedures and requirements have been approved by the NJS House of Delegates and are maintained in a separate document entitled

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“Warn-up Procedures and General Safety Guidelines”. This program is designed to help the host team with an added safety factor, especially during warm-ups when most accidents occur.

9. Electronic Equipment (formerly Starting Devices)

Electronic starting devices shall be used for all competition whenever they are available.

10. Scratches/Positive Check-in

NJS has adopted the following scratch procedures and penalties for non-compliance.

For timed final events and for preliminaries where finals will be swum later, if the meet is not pre-seeded scratches should be done through the following scratch procedure:

By the beginning of warm-up for each session, each club will be able to pick up a listing of its entries for that session (scratch sheets). Each club should verify which swimmers will not be swimming and return the scratch sheets to the designated person (clerk of course or computer operator) by the time stated in the meet announcement.

If, after the event is seeded, a swimmer is not scratched from a timed final or preliminary event and does not appear at the block to swim the race in time for the initial start of his or her heat, there will be no penalty to the swimmer. NJS hopes that each team and swimmer will be diligent in scratching from any events where the swimmer will not be swimming and therefore has not instituted a penalty for a “no-show” for a preliminary or a timed final heat.

For finals, NJS follows the scratch procedures and penalties prescribed in the USA Swimming Rules and Regulations (rule 207.11.6 D & E) for scratching from finals and the penalties for failure to comply which are shown below. These apply only to those swimmers qualifying for C, B or A finals prior to anyone scratching from one of the finals heats.

Scratching From Finals:

- 1) Any swimmer qualifying for a C, B or A (bonus and consolation final or) final race in an individual event who fails to compete in said final shall be barred from further competition for the remainder of the meet, except as noted in paragraph E. A declared false start under 101.1.3F or deliberate delay of meet under 101.1.5 is not permitted and will be regarded as a failure to compete.
- 2) In the event of withdrawal or barring of a swimmer from competition the Referee shall fill the C, B, or A (bonus and consolation final or) final, when possible, with the next qualified swimmer(s). First and second alternates shall be announced along with the final qualifiers. These alternates shall not be penalized if unavailable to compete in the finals.
- 3) Where C finals have not been swum and a barring or withdrawal is known to the Referee, the Referee shall reseed the C, B and A (bonus final and consolation final and the) final, if necessary, to insert the alternate(s) in the appropriate lane(s), filling all lanes in the final.
- 4) If a C final has already been contested, the consolation and championship finals shall be swum without reseeding for the empty lane(s).
- 5) The club of a swimmer who qualifies for a C, B or A final race and fails to compete in that final during the last finals session of the meet shall be fined \$50 for each occurrence. Collection of this fine is the responsibility of the host club.

Exceptions for Failure to compete — No penalty shall apply for failure to withdraw or compete in an individual event if:

- 1) The Referee is notified in the event of illness or injury and accepts the proof thereof.
- 2) A swimmer qualifying for a C, B or A (bonus or consolation final or) final race based upon the results of the preliminaries notifies the Referee within thirty (30) minutes after announcement of

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the qualifiers for that race that they may not intend to compete and further declares their final intentions within thirty (30) minutes following their last individual preliminary event.

- 3) It is determined by the Referee that failure to compete is caused by circumstances beyond the control of the swimmer.

The scratch and/or positive check-in procedure to be used in a meet must be included in the meet announcement and must indicate the penalty for non-compliance. If the above procedure is being used, it should be identified in the meet announcement as the "New Jersey Swimming Scratch Procedure". If any variation of this procedure is to be used, details of the entire scratch procedure to be used must be included in the meet announcement.

11. Timers

The host club must provide at least one timer per lane for each session of the meet. Additional timers can be requested from the other clubs participating in the meet.

12. Awards at Meets

For NJ Swimming championship meets, awards shall be provided for at least 1st through 6th place for individual events, 1st through 3rd place for relay events, and any other places or awards as designated by the Board of Directors.

For non-championship meets, the award type and places is at the discretion of the meet host, and should be stated in the meet information packet.

13. Splash Fee Remittance for Sanctioned and Approved Meets

A check for the splash fee assessment should be mailed to the NJS office within 15 days of the conclusion of the meet. The Hy-tek Team Entry Fee Summary Report from Meet Manager or the equivalent report from other software competitors should accompany the payment. Upon receipt by the NJS office, the Administrative Assistant will e-mail the NJS Treasurer indicating the receipt date, postmark date on the envelope, name of the meet and splash fee amount.

14. Meet Reporting Requirements

For all NJS sanctioned meets, the meet director shall provide the results in an approved electronic format to the NJS Administrative Office no later than ten (10) days following conclusion of the meet. The NJS Administrative office shall be responsible for advising what are acceptable software (and versions) that may be used in conjunction with NJS sanctioned meets. Such information shall be made available on the NJS website.

Recipients – all results must be submitted in electronic (HY-Tek Meet Manager) form. Competition results must be sent within ten (10) days to:

- A. Coaches of all teams that participated in the meet.
- B. If the meet is run with the Hy-Tek Meet Manager program, send the back-up file by disk or e-mail to the entire Board of Directors. This form of reporting will satisfy all the reporting requirements of New Jersey Swimming, except for Hy-Tek Entry Fee Summary

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Report (or equivalent) and Payment of Fees to the Treasurer. Otherwise, send a written report to the Sanction Chair and the officers listed below:

- Records Chair
- For Senior Meets, Senior Chair
- For Age Group Meets, Age Group Chair
- Administrative Chair
- Officials chair
- Safety Chair

Fine – Failure to mail appropriate meet results to New Jersey Swimming and participating clubs within fifteen days will result in an automatic fine of one hundred dollars (\$100)

Financial Report - Failure to mail the Hy-Tek Entry Fee Summary Report (or equivalent) and moneys to the Treasurer within 15 days will result in an automatic fine of \$100.00.

Payment of Fees

1. All fees and/or receipts due NJS must be paid to the NJ Swimming Office within fifteen (15) days after completion of the meet. Please make check payable to New Jersey Swimming.
2. The New Jersey Swimming Assessment Fee is calculated using the percentage as specified in the section entitled Financial Arrangements for Swim Meets of the total entry fees for every sanctioned and approved meet and must accompany the check sent to the NJ Swimming Office.
3. Entry fees for the above calculations are for all entries whether the swimmer swims the event or not and includes fees if the swimmer is disqualified or is scratched.
4. For any meet where an entry fee is charged, the sponsor is responsible for payment of the assessment for every entry in the meet regardless of whether or not the host team pays entry fees.

15. Meet Results Retention

The meet host is required to retain copies of all meet results for a period of at least one year from the end of the meet. This includes all electronic files as well as all paper documents including but not limited to entry documents, psych sheets, heat sheets, paper results, timing console sheets, DQ slips, scratch sheets/forms, etc.

16. Time Trials at New Jersey Junior Olympics

Time Trials shall be conducted after each day of Finals competition time permitting. Swimmers must be entered in an individual event during the meet to qualify for a time trial (relay only swimmers are not permitted to time trial).

Swimmers are limited to two time trials maximum during the meet. Swimmers may not exceed three events per day including time trials. Swimmers do not have to be entered in the event to do a time trial.

Swimmers must be within 0.5 seconds per 50 of USA Swimming National or Junior National cut to qualify for a time trial.

The entry fee for time trials is the same for individual events during the meet.

The order of time trials will be as follows:

First Day: that day's events, followed by the subsequent days' events in the meet.

Second Day: that day's events followed by the subsequent days' events in the meet then the first day's events.

Third Day: that day's events followed by the subsequent day's events in the meet then the first and second days' events.

Fourth Day: that day's events, followed by the first three days' events.